



Date: February 1, 2014

To: Summer Food Service Program New Sponsors

From: Julie McCord, Program Specialist, Child and Adult Nutrition Services

RE: Summer Food Service Program (SFSP) Application/Agreement – New Sponsors

The Summer Food Service Program (SFSP) Application/Agreement instructions are listed in this letter. Complete the attached checklist to be sure you include all the required parts and attachments. Many children need the vital nutrition provided by these programs throughout the summer. Complete Parts 1-8 of the SFSP Application. In an effort to save paper and mailing costs all parts of the new sponsor application Parts 1-8 can be downloaded at <http://doe.sd.gov/cans/sfsp.aspx> along with the registration for the SFSP Administrative Training http://doe.sd.gov/cans/documents/Summer_14.pdf being held March 25, 2014; and the 2014 handbooks will be coming. If you read the 2014 handbooks online, the new changes are highlighted in yellow.

You can download and complete the application on your computer. If you cannot access the web, call the CANS office at (605) 773-3413 and we will mail an agreement packet to you. Please read the instruction pages carefully before beginning. If you are using a Food Service Management Company or vended contract, contact our office immediately to be sure you get assistance with the contract requirements. A completed application must be returned to Child and Adult Nutrition Services by **April 8, 2014**.

Every sponsor of the SFSP must meet certain requirements. A sponsor must be:

- a public or private nonprofit school food authority;
- a residential summer camp;
- a state, local, municipal, tribal, or county government organization;
- a public or private college participating in the National Youth Sports Program, and/or
- a private nonprofit organization.

Private institutions must be tax-exempt under section 501(c) 3 of the Internal Revenue Code of 1954 as amended. Any new private, nonprofit sponsors must submit a copy of the IRS letter granting this tax exemption. All institutions must demonstrate adequate administrative and financial responsibility to manage an effective food service at sites that serve needy areas. Sponsors must also provide a year-round public service to the area in which they intend to provide the summer program. Sponsors that offered the program in prior years must have a satisfactory performance record or they will not

be accepted. Tribes may be sponsors for their government districts. Individual Tribal Government Districts may not be sponsors.

The Justice for All posters should be in each dining/service area visible to the patrons (children and/or parents). A poster is available at <http://www.fns.usda.gov/cr/justice-translations/475C.pdf>.

If completing the application online, please remove extra spaces as you are entering information before you save and print each part. A brief description of what is included the application is as follows:

Part 1 Combined Application for Child Nutrition Programs is (pages 1-4). Please read the Part 1 instructions also available on the website. Part 1 – Combined Agreement is the same for all programs. You must complete the Summer Food Service section on page 2 and there must be a second contact under Authorized Representative. Page 3 must have the SFSP section for each attendance center complete. If the Summer Food Service Program is the only program that the Local Agency participates in, please fill out a copy of Part 1. The person signing Part 1 should be the chief administrative officer authorized to enter into agreements. It is acceptable for that person to designate another staff member to be the “authorized representative” for individual program(s) to receive mailings and correspond with this office. Read all parts carefully before signing Part 1, as your signature indicates your agreement to abide by all requirements outlined in Parts 4, 5 and 6, as well as your assurance that the information provided in Part 1, 2 and 3 and the Part 8 attachments is true.

For sponsors that participate in other child nutrition programs and new to SFSP, update the form sent to us last fall and send it with the application.

Part 2 (page 1-6) is the Sponsor Information for the Summer Food Service Program (SFSP). The agency should submit one copy of Part 2 and any necessary attachments. **Do not forget to attach a copy of the daily meal count form requested at the bottom of page 1. *If you are a metro or urban area (Rapid City or Sioux Falls) and vended sponsor, contact Julie McCord for the Part 2 Renewal Metro/Vended application with the appropriate rates. It is not online, since so few sponsors use this version and to avoid confusion or sponsors using the incorrect application.***

Part 3 (page 7-12) is Site Information. This section of the agreement has specific questions for each site. If the agency has multiple locations or feeding sites, make additional copies of Part 3 and return a completed Part 3 for each site.

Part 4 (page 13-15) is the Free Meal Policy Statement. Agencies that have not participated in the SFSP in the past must complete and return the program policy statement with all the required attachments (letter to parents, eligibility application, public release, etc. If changes are made to the prototype, they must be submitted for approval prior to use. This section is permanent and will be maintained on file until such time that the state agency or the Sponsor requests a change. If you are a new agency you must complete Part 4.

Part 5 (page 16-19) is the Summer Food Service Program Application/Agreement Terms. Read this part carefully, and keep it on file with your application. You do not need to return this part.

Part 6 (page 20-21) is the Appeal Procedures. – Read this part carefully, and keep it on file with your application. You do not need to return this part.

Part 7 USDA Foods/Commodity Order Letter (page 22) SFSP USDA foods/commodity entitlement will be calculated once receiving your application if you are a new sponsor. The USDA foods order blank must be returned by **March 10, 2014 if you are a school or April 8, 2014 if you are not currently ordering NSLP USDA Foods on iCAN.** The USDA foods

allotment in SFSP has remained at 1.5¢ per child's meal for over twenty years. The minimum fee paid for each delivery is \$40.00 freight charge. You are required to track all USDA foods/commodities and used in the SFSP program.

Part 8 (page 23-43) are the 2014 Attachments. This section is to be completed and returned as applicable. Not all programs will need to fill out all attachments and return them. Carefully read the description of each attachment on the first page of this section and determine what section(s) will need to be returned. All sponsors must return Attachment A (one of the four types), Attachment B, Attachment C, and Attachment K.

Substitute W-9 If this is a new sponsor or if the only child nutrition program the agency participates in is the SFSP, select and complete Substitute W-9 from the application parts on the website and return it to the State Agency with the completed Application/Agreement. The Substitute W-9 must be completed before payment can be processed. These forms are reviewed periodically and if a local agency has not received a payment in the preceding nine months, the form is removed. Therefore, if the agency has not received a payment from the state since last summer, the Substitute W-9 form will likely have been removed from the file. Please fax this form to CANS at (605) 773-6139 and not the number on the form.

The IRS 501(c) 3 documentation must be submitted with your application by all Private Non-Profits. Churches are exempt.

Reimbursement rates for 2014 are included in the applications. Program funds are made available from USDA to eligible approved sponsors through the State Agency (Child and Adult Nutrition Services – CANS). Start-up payments and advances are available to those sponsors that need them.

Claims for reimbursement are due to the State Agency by the 10th of the month following the service of meals for prompt payment. Claims submitted after that date will be processed with the next month's claims. Claims submitted after 60 days of the end of the month being claimed cannot be paid. If the program operates 10 days or less in the first month, these days may be added to the next month's claim. If the program operates 10 days or less in the last month, these days **must be added** to the preceding month's claim. A claim form will be available on the website.

Claim due dates for Summer 2014

When the due date falls on a weekend or holiday, the claim is due the following business day.

Claim Month:	Due Date	(60 days) Final Deadline	(90 days) Upward Revisions Due
May	Jun 10	Jul 30	Aug 29
June	Jul 10	Aug 29	Sep 28
July	Aug 10	Sep 29	Oct 29
Aug	Sep 10	Oct 30	Nov 29

A copy of the signed Application/Agreement making it your permanent agreement will be returned to you when the Application/Agreement approval process is completed. It will be acceptable to mail a paper copy or it can be submitted as an e-mail attachment with the exception of Part 1 or any page requiring an original signature must still be mailed to Child and Adult Nutrition Services.

The Combined Application Part 1, Sponsor information Part 2, Site Information Part 3 for each site, and corresponding Part 8 Attachments must be returned to CANS by **April 8, 2014**.

No participation may be authorized unless this Application/Agreement is completed in its entirety, and approved as required by the existing 7 CFR Part 225 regulations. This means no payments can be made for operating a program until it is approved and it may mean delaying opening the program. Sites operated by a sponsor in the SFSP are not eligible to participate in the Special Milk Program.

Please return your applications to Child and Adult Nutrition Services as soon as possible to ensure that applications are processed in a timely manner.

A CANS staff will come to your location and conduct a pre-award/compliance visit before you can be approved for SFSP operation. Once you have a complete the application and have attended administrative training, the State Agency CANS staff will arrange the visit.

Return the completed application to:

Child and Adult Nutrition Services - DOE
800 Governors Drive
Pierre SD 57501-2294
Phone: (605) 773-3413
Fax: (605) 773-6846
E-mail applications to julie.mccord@state.sd.us

It is recommended that a SFSP notebook be created for each year of operation of the program. A copy of relevant information must also be forwarded to the appropriate person within the sponsoring organization.

Relevant SFSP information which should be in a SFSP notebook includes:

- Summer Food Service Program Federal Regulations
- Administrative Guidance for Sponsors
- Nutrition Guidance for Sponsors
- Monitor's Guide
- Site Supervisor's Guide
- Sample Worksheets
- Application/Agreement submitted
- Copy of Public Releases as they appear in newspapers, etc.
- Menu and Production Records
- Meal Count Sheets
- Grains/Bread Chart
- Income Eligibility Guidelines (for camps and enrolled sites)
- SFSP Meal Pattern Requirements
- Monitor's Review Reports
- Training Documentation and sample worksheets used
- Contracts (if applicable)

Attendance at the Administrative Workshops is explained in the 2014 SFSP brochure found by visiting <http://doe.sd.gov/cans/sfsp.aspx>. **Attendance at the SFSP Administrative workshop is required for new sponsors. It is scheduled to take place in Pierre, all day on Thursday, March 25, 2014.** The workshop will be held at the MacKay Building, 800 Governors Drive. It will run from 8 AM to 4:30 PM (Central Time) with a snow date scheduled for April 1, 2014.

Operational Training where **new** SFSP Breakfast OVS will be covered; but sponsors are encouraged to have new food service personnel registered and hired to attend training in April. If personnel do not attend the state agency conducted workshop, all training will be the responsibility of the sponsor.

Contact Julie McCord at (605) 773-3110 or e-mail julie.mccord@state.sd.us with any questions.

For your records:

(Place the date beside the item when it was completed.)

All Sponsors:

_____	All completed/new or updated Part 1 Combined Agreement was returned to CANS.
_____	All completed/updated Part 2 was returned to CANS.
_____	All completed/updated Part 3 for each site was returned to CANS.
_____	All a signed copy of Part 4 was returned to CANS.
_____	All must do a Public Release on your letterhead (Attachment A1, A2, A3 or A4).
_____	All must complete a Health Inspection Letter written to appropriate agency on your letterhead. (Attachment B).
_____	All must complete a Calendar (Attachment C)
_____	Camps and enrolled sites only: Parent Letter and Eligibility Application on your letterhead. (Attachment E).
_____	Camps and enrolled sites only: Notification of Eligibility on your letterhead (Attachment F).
_____	Optional – Request for Demonstration Project for Non-Congregate Feeding at Outdoor Site due to Excessive Heat (Attachment J)
_____	All must complete the Disaster Feeding plan (Attachment K)
_____	Optional – Request for Offer versus Serve (Attachment O)
_____	Register site with National Hunger Hotline - WhyHunger 1.866.348.6479 or http://www.whyhunger.org/findfood

All new sponsors

_____	Substitute W-9 / Taxpayer Identification Number (TIN) Verification. <i>Please fax this form to CANS at (605) 773-6139 and not the number on the form.</i>
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Private Nonprofit Sponsors:

_____	501(c) 3 Tax-exempt status from Internal Revenue Service (IRS). Churches are exempt from providing IRS Form 1023, but use IRS Pub 557 for determining qualification as church if guidance is need.
_____	Tax-exemption status with IRS is current. The State Agency is required to review the latest IRS Automatic Revocation of Exemption List and will not approve applicant or find renewing sponsor seriously deficient and will terminate sponsor if not resolved within policy requirements.